



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TECHNOLOGY, MANAGEMENT & BUDGET
LANSING

TRICIA L. FOSTER
DIRECTOR

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MEMORANDUM

TO: DTMB Division Directors and Staff
FROM: DTMB End User Standards Committee (EUSC)
SUBJECT: Delegated IT and Miscellaneous Items

Purpose

The Department of Technology, Management & Budget (DTMB) End User Standards Committee (EUSC) sets the technical standards for end user hardware and software used within all Executive Branch agencies. The EUSC ensures all defined end user standards, related recommendations, and actions support the State's, and DTMB's long-term strategic goals, and provide the most effective and efficient systems for use by the agency consumers. The EUSC will review non-standard Information Technology (IT) end user requests, and either approve or deny those requests.

This memo is to provide guidance for what IT products do and do not require [EUSC](#) approval.

Please review Administrative Guide to State Government [POLICY 1305.00 Enterprise Information Technology \(IT\) Policy](#) to determine whether your request falls under IT and the process to obtain.

All non-standard IT products, allowable or not, must remain compliant with all applicable SOM policies and the requirements EUSC sets forth for the life time of product use.

For purchasing questions, please contact your IT Purchasing Liaison at DTMB Financial Services or Central Procurement.

I. Standard IT Products

Standard IT products do not require EUSC approval as they are already standard IT products available for use or purchase.

Standard end-user software and/or hardware products can be found in the Software Center Application located on the end-user's device, or in the SIGMA

Shop Page or as listed at: https://www.michigan.gov/dtmb/0%2c5552%2c7-358-82550_85746_48677-108231--%2c00.html

II. Non-Standard IT Products

An End User Exception (SXR) approval is required for non-standard IT hardware and software products.

Agency's DTMB Client Specialist or designee (DTMB Advocate) will submit non-standard IT product requests SXR through this site:

<https://stateofmichigan.sharepoint.com/sites/DTMB/eusc/request/Lists/Exception%20Request/Item/newifs.aspx>

If the request has a server or network component and/or the requested application is externally hosted, the request will require an [Enterprise Architecture Solution Assessment \(EASA\)](#) approval from DTMB Enterprise Architecture (EA).

If the request has both factors above, the request will require an EASA and SXR approval. The EASA must be completed and approved first.

Approved SXR's are valid for one (1) year upon approval. If a version change is required for non-standard software, the DTMB Advocate must submit a new SXR or update an EASA for approval before it is allowable.

Non-Standard printers with "integrated wireless" are not allowed due to security and SOM network interference issues.

NOTE: Any device and/or media intended as the primary storage of official records or mission-critical data, or as the backup to such data, shall require an approved EASA prior to acquisition. The agency agrees that such devices will be used in accordance with State policies and all applicable laws, and accepts all risk related to compromise or loss of data when using these devices. DTMB bears no responsibility for the products end use. DTMB Design and Delivery (D&D) has limited support services for non-standard IT products.

III. Allowable Non-Standard IT Products

Any product NOT meeting the following criteria will need an SXR approval.

A. Telephony Devices

All Digital and IPT telephones and all headsets connecting to telephones on the State network must be purchased through [Telecom](#). The following does not require an SXR, however, if not approved by Telecom, the telephony device will not be installed or maintained by Telecom.

- Analog telephones and headsets **not** connected to the State network.

B. Digital Image and Video Cameras

- Cameras cannot have wireless capabilities
- Digital image cameras must be capable of producing images that are compatible with Microsoft Windows, Adobe Photoshop or GIMP.
- Digital video cameras must be capable of producing videos in formats that can be used by the State's standard video software (Windows Media Player, Adobe Premiere Elements).
- Accessories for digital cameras, including cases, stands, cables, power supplies do not require an SXR.

Many commercially available cameras and scanners include a freeware version of photo-editing software (typically on a CD). Installation of this software on State computer systems is not allowed. Any software included with the camera must be approved through an SXR by the EUSC if the agency wishes to use it. DTMB has standard software solutions for digital image and video viewing, and manipulation as follows:

- As part of the desktop image on all PC's, Microsoft Windows Explorer (My Computer) allows end-users to access, view, and manage files stored on a digital camera connected to a PC. The camera appears as an external storage device, from which files can be accessed, just as they would if stored on a USB flash drive or internally on a hard drive. You may not copy data to the camera or its storage media.
- As part of the desktop image on all PC's, Microsoft Photo Editor (Photos and Paint on Windows 10) provides basic photograph editing.
- Adobe Photoshop (high-end solution) available through SIGMA SHOP for purchase.
- GIMP (no cost high-end solution) available through Software Center.

C. Monitors and Smart Televisions

Non-Standard Monitors are NOT supported by DTMB and requestors must be aware of manufacturer warranty limitations. In addition, all nonstandard monitors must also follow the Smart Television rules listed below.

- Smart or not televisions (TVs) can NOT be connected to the network.
- Smart TVs should be cabled to provide VGA, HDMI, and Mini Display Port connections.
- To minimize security risk, any required applications or connectivity MUST come from the PC which is protected by current patching and anti-virus definitions.

D. Smart Devices, Accessories, and Applications (iPads, iPhones, Android Phones, Windows Phones)

Smart Devices (iPads, iPhones, and Androids Phones) and accessories must be purchased according to your agency's published policies through your agency's Smart Device Team Coordinator. Non-Standard Tablets must obtain an end-user SXR approval prior to purchase.

Apple mobile (iOS) applications (apps) must be purchased through a Volume Purchase Program (VPP) Procurement Card through the DTMB Smart Device Support Team. The DTMB Smart Device Support Team can purchase the app for the agency and bill it to the appropriate account coding. This service is included in the Smart Device rate. Agencies requesting to purchase Apple iOS applications should coordinate those through their agency's-Smart Device Team Coordinator before working directly with the Smart Device Support Team.

E. PC Parts, Hardware and Peripherals

1. Keyboards or mice
2. Power adapter/cables (including vehicular 12v)
3. Power strips or surge protectors
4. Blank DVD's and CD's
5. Laptop locks
6. Monitor stands
7. Speakers and PC headphones which do not require software
8. Laptop/tablet cases
9. Lamps and cases for projectors
10. Presentation remotes that can be used with standard software
11. USB cables and hubs used for connecting USB devices to a PC
12. Video adapter that allows connection from the monitor to a workstation, e.g. Actiontec ScreenBeam
13. Garmin GPS devices
14. Digital voice recorders using standard formats
15. Label makers directly connected to PC
16. Business card scanners directly connected to PC
17. Single-function fax machines NOT connected to PC or network
18. External HDD's, SSD's or USB flash drives
 - a. An SXR approval will be required if the drivers do NOT utilize Always-on; FIPS 140-2 Hardware (not software) level Encryption.
19. Manufacturer RAM upgrades
 - a. No third party allowed
20. Laptop power supplies
21. Manufacturer laptop batteries
 - a. Only if battery is no longer covered by a warranty
 - b. No third party allowed